

A L A S K A

Family Oriented

Client Centered



CLOSE OUT Report Narrative

Project: Planning and Design for Phase II of the Domestic Violence Sexual Assault Shelter.

Contact Person: Donn A. Bennice Ph.D. Chief Executive Officer

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Background: The Project consists of planning and design for a new Support Services facility to be located in Palmer, Alaska. The existing facility is not accessible to residents of the Shelter and staff. The goal was to achieve a one stop services facility that is customer friendly, and readily available to the clients of Alaska Family Services.

Activities: Financial Assistance Award 0136-DC-2004-122 for the amount of \$100,000 was awarded to Alaska Family Services from the Denali Commission in September of 2004. This award is referenced as Grant # 06-4-C-5016 and monitored through the Department of Health and Social Services.

Upon award of the grant, requests for proposals were posted in the Anchorage Daily News and the Frontiersman. The description of work identified the project as providing the design and architectural services, which lead to the production of bid-ready construction documents, for the construction of a new 4500 sq. ft., single level wood frame structure and associated site work. The deadline for submittal from professional architecture and engineering services was set as 4:00 p.m. local time at the corporate office of Alaska Family Services, October 11, 2004.

Wolf Architecture was awarded the contract and by December 31, 2004 quarterly report 30% of the design phase was completed. The final design was expected to be completed by February 1, 2005 with bids for the construction to be solicited sometime in mid to late February. Construction was expected to begin in April of 2005.

In the third quarter report, covering the period of 01/01/2005 thru 3/31/2005, it was documented that the project was behind by approximately 2 weeks. The design phase was 90% completed and expected to be back on schedule by April 15, 2005.

The required soil investigations were completed in May of 2005 and ads were placed in the Anchorage Daily News as well as the Frontiersman requesting bids for construction of a new 4,500 sq. ft. single level wood frame office facility, including site work, at 1825 S. Chugach St. Palmer AK. Bids were scheduled to be opened publicly and read Monday June 27th at 10:00

Corporate Office:
1825 S. Chugach St.
Palmer, AK 99645
Phone: 907-746-4080
Fax: 907-746-1177

Mat-Su Treatment Center:
291 E. Swanson Ave.
Wasilla, AK 99654
Phone: 907-376-4000
Fax: 907-373-1135

Wasilla Office:
899 Commercial Dr.
Wasilla, AK 99654
Phone: 907-376-4080
Fax: 907-373-0640

a.m. at the main level conference room at Alaska Family Services located at 403 S. Alaska Street, Palmer, Alaska. Contract documents were to be made available beginning June 20, 2005 from Wolf Architecture, 610 South Bailey, Palmer, Alaska.

Due to delays in the design and advertising phases, the contractor had not yet been awarded by June 30, 2005. A new date of August was set for ground breaking with the project completion date of December 2005. At this time 59.18% of the authorized budget was expended.

By mid August 2005, construction had begun on the project and the design phase was completed, however the final invoices had not yet been received. By December, 2005 the construction was completed, delivery of furniture and fixtures was underway and move in was set for December 27, 2005. The final Invoice for Planning and Design was received by Alaska Family Services on or about January 12, 2006.

Cost Containment: Project costs were closely estimated and the completed project came in under budget.

Project Outcomes: The completion of the Support Services building allowed Alaska Family Services to consolidate operations into a one stop service facility. The new facility is able to provide a secure waiting area for clients and improve safety for employees. Counselors are able to conduct operations in a comfortable atmosphere providing a heightened sense of security and privacy to clients. Improved facilities allow for larger groups of clients to be split into two separate sessions; simultaneously enhancing counseling quality and outcome. Most importantly the consolidation of support services for women and children who present for services while living in the Emergency Shelter.

Problems Encountered: Minor delays in the architectural designing and planning phase prevented the construction phase from starting as planned. However, favorable weather conditions allowed the construction team to complete the project and make up for lost time.

Conclusions and Recommendations: The project ran smoothly.



Donn A. Bennice, Ph.D.
Chief Executive Officer
Alaska Family Services

Denali Commission
Quarterly Project Financial Report
Project Performance Analysis (PPA) Form

Project Name: Construction Phase II Domestic Violence Sexual Assault Shelter

Agency: Alaska Family Services, Inc.

Reporting Period: Close-out Report

Grant #: 06-4-C-5016

NOTE: Include Denali Commission Grant Funds Only on this form.

Line Items:	Approved Budget:	Actual Cost:	Scheduled Completion Date:	Actual Work Performed:
Planning, Design, and Construction Administration	100,000	\$92,775.75	1/30/06	Construction Drawings and Construction Administration
Totals:	\$100,000	\$92,775.75		

Donn Bennice
 Signature:

2-7-06
 Date:

Donn A. Bennice, Ph.D., Executive Director
 Print Name and Title:

Form 641B

**Denali Commission
Quarterly Project Financial Report**

Project Name: Planning Phase II Domestic Violence Sexual Assault Shelter

Agency: Alaska Family Services, Inc.

Reporting Period: Close-out Report

Grant #: 06-4-C-5016

Please include the following information:

(Use additional pages as necessary)

Budget Information:

1. The total project budget—Denali Commission and other funds combined
\$100,000
2. The total project expenditures as of the end of the most recent quarter
\$92,775.75
3. The total amount of Denali Commission funds committed to the project
\$100,000
4. The total expenditure of Denali Commission funds for the project as of the end of this
reporting period
\$92,775.75
5. The percentage of expenditures to the total budget
92%
6. Project Performance Analysis (use PPA form on page2 of 641)

Project Schedule:

Show the project schedule with milestone dates for design and construction.

The planning and design phase is 100% complete. The building construction is 97% complete.

Form 641A

State of Alaska Department of Health & Social Services
Denali Commission Funds
Planning Phase II Domestic Violence Sexual Assault Shelter
Grant #: 06-4-C-5016
Grantee: Alaska Family Services

Attachment K:

Freight:

Labor:

Materials:

Other: (Construction, etc.)

Planning and Design:	\$	92,775.75
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Project Administration/Overhead:		
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Total Expenditures reported for this award:	\$	92,775.75
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Amount requested from Denali Commission	\$	92,775.75
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Amount received to date	\$	92,775.75
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